



State of Connecticut EXAM ANNOUNCEMENT

EXAMINATION OPEN TO THE PUBLIC MUSEUM CURATOR 3

ANNUAL:\$84,204
SALARY: \$107,758

SALARY
GROUP: AR 28

APPLICATION CLOSING
DATE: **DECEMBER 11, 2015**

EXAM
NO: 151080OCDM

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.

PURPOSE OF CLASS: In the Department of Economic and Community Development, Division of Culture, this class is accountable for supervising all functions of museums and historic sites; in the State Library, this class is accountable for supervising the functions of a museum.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **DECEMBER 11, 2015**.

GENERAL EXPERIENCE: Eight years of professional experience in museum administration or curatorial practices.

SPECIAL EXPERIENCE: One year of the General Experience must have been at or above the level of Museum Curator 2.

SUBSTITUTION ALLOWED: **1)** College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree. **2)** A Master's degree in American history, American studies, archeology, art history or a closely related field may be substituted for one additional year of the General Experience. **3)** Completion of certified graduate training programs in Museum Studies (such as those offered by Cooperstown or Winterthur) may be substituted for experience on the basis of thirty semester hours equaling one and one-half years of experience.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of principles of museum administration and curatorial practices; considerable knowledge of methods used in cataloging, preservation, restoration and storage of historic collections; considerable knowledge of research source materials; considerable knowledge of American History in subject areas illustrated by museum collections; considerable oral and written communication skills; interpersonal skills; supervisory ability; ability to utilize computer software.

THE EXAMINATION WILL BE COMPOSED OF:

PART
EXPERIENCE AND TRAINING

WEIGHT
100%

APPLICATION/EXAMINATION INSTRUCTIONS: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS. Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your completed application form is date stamped by DAS/Human Resources or postmarked by DECEMBER 11, 2015.** Mail your application to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, CT 06106-1658 (**Secure Fax #860-622-2875**). If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications. **Examination scores will be mailed by JANUARY 29, 2016. A separate application form must be submitted for each exam you are applying for.**

FORMS: Application forms ([CT-HR-12](#)) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at the Offices of the Connecticut State Job Centers.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.